



TOWN OF MIAMI LAKES

Helpful Phone Numbers for Obtaining an **Occupational License**

Occupational License Official
Mariaelena Salazar

Assistant Town Manager

6853 Main Street

Miami, Florida 33014

PHONE: 305-364-6100 FAX: 305-558-8511

Building & Permitting Department
Planning & Zoning Department
6851 Main Street
Miami Lakes, FL 33014
305-827-4015 (Town of Miami Lakes)

Miami Dade County Planning & Zoning
305-375-1806

Miami Dade County Fire Department
305-375-1806

Miami Dade County Occupational License
305-270-4949

In addition to maintaining a Town of Miami Lakes Occupational License, each business also must maintain a current **Dade County Occupational License**.

For those businesses that will need to charge **Sales Tax**, the following information is offered to assist you:

Florida Department of Revenue Sales Tax Registration Unit – 850- 488-9750.

Secretary of State, General Information : 850-414-5500

Division of Corporations: 850-488-9000 P O Box 6327, Tallahassee, FL 32314; 409 E Gaines St., Tallahassee 32399

Secretary of State, Fictitious Name Filing 850-488-9000

On line filing – www.sunbiz.org



Occupational License Coordinator Mariaelena Salazar

Assistant Town Manager
6853 Main Street
Miami Lakes, FL 33014
305-364-6100 / FAX: 305-558-8511

OCCUPATIONAL LICENSE CHECKLIST

All required documents must be attached to the Occupational License application in order for it to be processed. Please avoid delays by making sure that all documents are attached when you submit your application. Incomplete applications will not be processed and will be returned.

The following is a check list of all **required** documents.

- ☐ Notarized Signature on completed Occupational License Application.
- ☐ Certificate of Incorporation or Articles of Incorporation certified by the State of Florida
or if not incorporated:
 - ☐ Fictitious Name Registration certified by the State of Florida
Please contact the State of Florida Division of Corporations/Fictitious Name Filing at 850-488-9000 if you do not have either of the above.
- ☐ Certificate of Use
Please Contact the Town of Miami Lakes Building Department at 305-827-4015 if you do not have a Certificate of Use.
- ☐ Any Business and/or Professional Licenses if required by the State of Florida
Please contact the State of Florida Division of Professional Business Regulation at 850-487-1395 or via internet at <http://www.state.fl.us/dbpr>
- ☐ Occupational License Fee
*See Page 4 of the Occupational License Application.**

****Please note:*** each agency or professional business office is required to have an occupational license and each professional working out of such location is required to have a separate Occupational License. ***Examples:*** a Real Estate Agency is required to have a license and each Realtor and each Broker is required to have a license; A Law firm is required to have a Business Office License and each Attorney is required to have a license; A Clinic requires a Medical Center License and each Doctor and/or therapist is required to have a license; Beauty Salon/Barber Shop requires a license then each "Chair" (each barber or stylist) is required to have a license. *In each of these examples, the applicant may submit one application and attach for each professional a copy of the Professional license issued by the DBPR along with the appropriate fee for each.*



Town of Miami Lakes

6853 Main Street
Miami Lakes, FL 33014
305-364-6100 / FAX: 305-558-8511

Occupational License Application

Date: _____

Business Name: _____

Business Address: _____

Town: _____ State: _____ Zip: _____ Is this a home address: Yes _____ No _____

(Note: Many subdivisions within the Town have deed restrictions relating to the conduct of a business in a residential area.)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Owner: _____ Phone No. _____

Check One: ☐ Corporation ☐ Sole Proprietorship ☐ General Partnership ☐ Limited Partnership

Corporation Principal Names:

General/Limited Partnership Names:

President: _____

President: _____

Vice President: _____

Vice President: _____

Treasurer: _____

Treasurer: _____

Secretary: _____

Secretary: _____

Type of Business: _____

Please describe, in detail, the nature or type of business to be conducted and **circle all categories that apply on page 4**. Failure to provide accurate information could result in revocation of your business license and legal action.

Town of Miami Lakes - Occupational License Application (Continued...)

List Accessory Uses: _____

Opening date of business at this location: _____ Alcoholic Beverage License #: _____

No. of employees: _____ Square Footage: _____ No. of Beds: _____
Manufacturers Retail/Wholesale/Distributors Hospitals

No. and type of professionals: _____

Seating capacity: _____ No. of Vending Machines: _____ # of Rooms: _____
Restaurants and Theatres Hotels/Motels

No. of Cars: _____ # of Apartments: _____
Automotive

Please attach copies of all applicable documents:

____ HRS Certificate ____ State Beverage License ____ Fictitious Name Reg.
____ State Contractor's License ____ Certificate of Insurance ____ Articles of Incorporation
____ Professional License ____ Tax I.D. # _____

This is to certify that all information given is true and accurate. I have read this application and the statements contained herein are true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Applicant's Signature Printed: _____ Title: _____

Town of Miami Lakes

Occupational License Application (Continued...)

State of Florida
County of Miami Dade

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____ as _____

(name of person) (type of authority, e.g. officer, trustee, attorney in fact)

for _____ .

(name of party or company on behalf of whom instrument was executed)

Notary Public, State of Florida

Personally known _____ or produced identification _____.

Type of identification produced: _____.

CIRCLE ALL THAT APPLY:

Abstract Company	\$100
Accountant	\$ 30
Acupuncture	\$ 30
Administrative office	\$ 30
Adult Congregate living facility	\$100
(each additional employee)	\$ 3
Adult Day Care	\$ 30
(each additional employee)	\$ 3
Advertising/Marketing/Public Relations	\$ 30
(each additional employee)	\$ 3
Advertising Space Rental	\$ 25
(each additional space)	\$ 3
Alteration service-Commercial	\$ 30
(each additional employee)	\$ 3
Alterations	\$ 25
Ambulance service	\$ 30
(each additional employee)	\$ 3
Amusement Center	\$ 25
Amusement device(non-coin)	\$ 25
(each additional device)	\$ 15
Amusement facility	\$ 25
(each additional unit)	\$ 15
Amusement ride	\$ 25
(each additional ride)	\$ 15
Amusement/service vending machine	\$ 25
(\$25+\$15 for each additional machine from 2-30)	
(\$460+\$6 for each additional machine from 31-99,999)	
Animal service	\$ 30
(each additional employee)	\$ 3
Answering service	\$ 30
(each additional employee)	\$ 3
Antique/art dealer/studio	\$ 30
(each additional employee)	\$ 3
Apartments 5-10	\$ 25
(11-99,999 additional 1.50 each)	
Apparel/accessory mfg	\$ 30
(each additional employee)	\$ 3
Appraiser	\$ 30
Architect	\$ 40
Artist/Illustrator	\$ 30
Assembly/fabricating	\$ 30
(each additional employee)	\$ 3
Astrology/Palm Reader	\$230
Attorney	\$ 40
(Library fee)	\$ 10
Attorney Branch Office	\$ 30
Auction sales/liquidator	\$ 30
(each additional employee)	\$ 3
Auctioneering Service	\$ 30
(each additional employee)	\$ 3
Audio Visual Service	\$ 30
(each additional employee)	\$ 3
Audiologist/speech	\$ 30
Auditorium/Play house	\$300
Author/Writer	\$ 30
Auto/truck/van sales	\$ 30
(each additional employee)	\$ 3
Auto/truck/van service	\$ 30
(each additional employee)	\$ 3
Automated Teller Machine	\$ 50
Baby sitting service (itinerant)	\$ 25
Bakery	\$ 30
(each additional employee)	\$ 3
Bank / Trust Company	\$200

Bank Facility	\$ 80
Barber/Beauty School	\$ 30
(each additional employee)	\$ 3
Barber shop/chair	\$ 30
(each additional employee)	\$ 3
Beauty Service	\$ 30
(each additional employee)	\$ 3
Beauty Shop / chair	\$ 30
(each additional employee)	\$ 3
Beeper paging	\$ 80
Binding service	\$ 30
(each additional employee)	\$ 3
Blood Bank Center	\$ 50
Body/ paint / repair shop	\$ 30
(each additional employee)	\$ 3
Bookkeeping/tax/immigration	\$ 30
(each additional employee)	\$ 3
Bowling Lanes	\$ 25
(each additional lane)	\$ 15
Bulk Merchandise vending	\$ 25
(each additional stand)	\$ 16
Business Service	\$ 30
(each additional employee)	\$ 3
Cabinets wood working	\$ 30
(each additional employee)	\$ 3
Cable TV	\$600
Cable TV Franchise	\$500
Canning/Bottling	\$ 30
(each additional employee)	\$ 3
Car Wash/Auto Detailing	\$ 30
(each additional employee)	\$ 3
Carnival (sponsored)	\$ 25
(each additional unit)	\$ 15
Catering Service	\$ 30
(each additional employee)	\$ 3
Cemetery/Crematorium	\$200
Ceramic studio /kiln /supplies	\$ 30
(each additional employee)	\$ 3
Charter/Leasing service	\$ 30
(each additional employee)	\$ 3
Check service/Cashing	\$ 30
(each additional employee)	\$ 3
Child Day Care Facility	\$ 30
Chiropractor	\$ 40
Circus/carnivals (not sponsored, per day)	\$100
Cleaner/laundry/alterations	\$ 30
(each additional employee)	\$ 3
Cleaning Service	\$ 30
(each additional employee)	\$ 3
Clinic/Medical center/dialysis	\$100
(each additional employee)	\$ 3
Clinical Social Worker	\$ 40
Collection / credit service	\$ 30
(each additional employee)	\$ 3
Community TV antenna	\$600
Comm TV antenna franchise	\$500
Computer/Data Processing	\$ 30
(each additional employee)	\$ 3
Concession/News stand	\$ 30
(each additional employee)	\$ 3
Consultant	\$ 40
(each additional employee)	\$ 3
Copy/DUP/reproduction serv.	\$ 30
(each additional employee)	\$ 3
Correspondence school	\$ 30
(each additional employee)	\$ 3
Courier drop box(per location)	\$ 25
Courier Service	\$ 30
(each additional employee)	\$ 3

Court reporter	\$ 30
(each additional employee)	\$ 3
CPA	\$ 40
Credit/debit card co.	\$150
Cruise line /dinner cruise (per vessel)	\$100
Custom House Broker	\$ 30
(each additional employee)	\$ 3
Cutting /sewing /press serv.	\$ 30
(each additional employee)	\$ 3
Dancing or Entertainment/one night only	\$150
Dancing or Entertainment	\$225
Dating/Escort Business	\$100
Dealer intangible personal property	\$ 80
Dealer in Petroleum Products	\$ 75
(each additional employee)	\$ 3
Dealer /in LPG /equipment	\$130
Dealer /installation LPG	\$130
Delivery / Messenger Service	\$ 30
(each additional employee)	\$ 3
Dental lab school	\$ 30
(each additional employee)	\$ 3
Dental Laboratory	\$ 30
(each additional employee)	\$ 3
Dentist	\$ 40
Designer	\$ 40
Dietician	\$ 30
Dispensing Optician	\$ 30
DLR used motor vehicle parts	\$100
Drafting Service	\$ 30
(each additional employee)	\$ 3
Drive-In Restaurant	\$ 60
Eating Estab. (1-30 seats)	\$ 30
Eating Estab. (31-74 seats)	\$ 60
Eating Estab. (75-149 seats)	\$ 90
Eating Estab. (150 + seats)	\$120
Educational Institutions	\$ 30
(each additional employee)	\$ 3
Electric Plant	\$600
Electric Plant Franchise	\$500
Electrical (1-50 employees)	\$ 30
51-100 employees	\$ 60
101-99,999 employees	\$120
Electrolysis service	\$ 30
(each additional employee)	\$ 3
Electronic telephone info	\$200
Embalmer	\$ 40
Embroidery / monogram serv.	\$ 30
(each additional employee)	\$ 3
Employment Agency	\$ 30
(each additional employee)	\$ 3
Engraving / Laminating serv.	\$ 30
(each additional employee)	\$ 3
Equipment operator	\$ 30
(each additional employee)	\$ 3
Exercise Center-non member	\$100
Export/Import	\$ 30
(each additional employee)	\$ 3
Farmers Market	\$200
Fax communication	\$ 50
Film/ photo process/develop	\$ 30
(each additional employee)	\$ 3
Film / Photo Services	\$ 30
(each additional employee)	\$ 3
Finance / loans/ mortgages	\$150
Firearms mfg	\$ 30
(each additional employee)	\$ 3
Fitness Center – membership	\$200

Flea Market	\$230	Janitorial Service	\$ 30	Osteopathic physician	\$ 40
Flea market sales	\$ 30	(each additional employee)	\$ 3	Packing/packaging	\$ 30
Food products mfg/process	\$ 30	Junk Yard/Dealer	\$100	(each additional employee)	\$ 3
(each additional employee)	\$ 3	Key making	\$ 30	Packing/processing	
Food/beverage sales	\$ 30	(each additional employee)	\$ 3	(farm Products)	\$ 25
(each additional employee)	\$ 3	Land surveyor	\$ 40	for each add. Employee 11-60	\$ 2
Foreign exchange	\$ 80	Landfill Dump	\$100	Paralegal	\$ 30
Framing service	\$ 30	Landscape Architect	\$ 40	Paramedic/Physician Assist.	\$ 30
(each additional employee)	\$ 3	Laundromat/laundry room	\$ 25	Parking Facility (1-100 spaces)	\$30
Freight forwarding/cargo serv.	\$ 30	Plus 1.50 per machine		(101-200 spaces)	\$ 60
(each additional employee)	\$ 3	Laundromachine	\$ 25	(201-99,999 spaces)	\$ 90
Fruit shipping agent	\$ 30	Plus 1.50 per machine		Party/Entertainment Svcs	\$ 30
(each additional employee)	\$ 3	Lawn/landscape/tree svc	\$ 30	(each additional employee)	\$ 3
Funeral Director	\$ 40	Lessor of commercial property	\$230	Passenger transportation Svc	\$ 30
Funeral Director / Embalmer	\$ 40	Local exchange telephone		(each additional employee)	\$ 3
Funeral Home	\$ 30	service	\$900	Pawnbroker	\$340
(each additional employee)	\$ 3	Locksmith Service	\$ 30	Pay telephone provider	\$ 75
Garbage Waste disposal	\$ 30	(each additional employee)	\$ 3	(each additional employee from	
(each additional employee)	\$ 3	Long distance communications	\$250	11-99,999)	\$7.50
Gas Plant	\$600	LPG Installer	\$ 50	Peddler	\$ 30
Gas Plant Franchise	\$500	LPG (Propane) Gas tank		Permanent exhibit/	
General Building		exchange under 20lbs	\$ 25	admission facility	\$230
1-50 employees	\$ 30	Lunch wagon/truck	\$ 30	Personal services	\$ 30
51-100 employees	\$ 60	Machine/Welding Shop	\$ 30	(each additional employee)	\$ 3
101-99,999 employees	\$120	(each additional employee)	\$ 3	Pest Control Services	\$ 30
General engineering		Mail Order	\$ 30	(each additional employee)	\$ 3
1-50 employees	\$ 30	(each additional employee)	\$ 3	Photographer/Video service	\$ 30
51-100 employees	\$ 60	Management Services	\$ 30	(each additional employee)	\$ 3
101-99,999 employees	\$120	(each additional employee)	\$ 3	Physical Therapy Center	\$ 30
General mechanical		Manufacturing	\$ 30	(each additional employee)	\$ 3
1-50 employees	\$ 30	(each additional employee)	\$ 3	Physician	\$ 40
51-100 employees	\$ 60	Marine Surveyor	\$ 40	Plumbing 1-50 employees	\$ 30
101-99,999 employees	\$120	Marine / Boat repair	\$ 30	51-100 employees	\$ 60
Golf course/miniature	\$ 25	(each additional employee)	\$ 3	101-99,999 employees	\$120
(each additional course)	\$ 15	Marriage/Family Therapist	\$ 40	Podiatrist	\$ 40
Graphic/ Art/Typesetting	\$ 30	Massage establishment	\$ 30	Polygraph examiner	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3	(each additional employee)	\$ 3
Guard patrol agency	\$ 30	Massage Therapist	\$ 25	Postal Service	\$ 30
(each additional employee)	\$ 3	Member organization	\$200	(each additional employee)	\$ 3
Hall for hire	\$230	Mental Health Counselor	\$ 40	Printing/lithograph	\$ 30
Handwriting analyst - affidavit	\$ 30	Merchandise Vending Machine	\$ 25	(each additional employee)	\$ 3
Health Testing – invasive	\$ 30	\$6.00 2-30machines		Private Investigative Agency	\$ 30
(each additional employee)	\$ 3	\$3.00 31-99,999 machines		(each additional employee)	\$ 3
Health Testing non-invasive	\$ 30	MFG of LPG equipment	\$130	Process server	\$ 30
(each additional employee)	\$ 3	MFG representative (individual)	\$30	(each additional employee)	\$ 3
Hearing aid specialist	\$ 30	Mobile auto mechanic	\$ 25	Processing	\$ 30
Holding company/franchising	\$150	Mobile Home / Camp Ground	\$ 30	(each additional employee)	\$ 3
Home Health Care Agency	\$120	(101 – 200 spaces)	\$ 60	Producer/productions	\$300
Home Health Care Provider	\$ 25	(200-99,999 spaces)	\$ 90	Professional Association/	
Hospital / Emergency Room	\$100	Mobile Home Sales	\$ 30	Corp / firm	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3	Professional Engineer	\$ 40
Hotel		Money Order Sales	\$ 30	Professional sports team	\$300
5-10 rooms	\$ 25	Mortgage broker business	\$150	Promoter / coordinator	\$200
each additional room	\$1.50	Motel 5-10 rooms	\$ 25	Psychologist	\$ 40
Hypnotherapist (affidavit)	\$ 30	\$1.50 for each additional room		Publishing Service	\$ 30
Ice Cream Vendor	\$ 30	Movie/Multi theatre per screen	\$ 80	Each additional person +	\$ 3
Information/referral service	\$ 30	Moving/Hauling/Storage(local)	\$ 30	Purchasing agent/ship chandler	\$30
(each additional employee)	\$ 3	(each additional employee)	\$ 3	(each additional employee)	\$ 3
Inspection Service	\$ 30	Multiple Business	\$100	Quarrying / mining	\$ 30
(each additional employee)	\$ 3	Naturopath	\$ 40	(each additional employee)	\$ 3
Installation Service -		News/wire service	\$ 80	Rail Road	\$225
Non-contractor	\$ 30	Nurse / Midwife	\$ 30	Real Estate Appraiser	\$ 30
(each additional employee)	\$ 3	Nursery plant sales	\$ 30	Real Estate Branch Office	\$ 30
Instructor / training / tutor	\$ 30	(each additional employee)	\$ 3	Real Estate Broker	\$ 30
(each additional employee)	\$ 3	Nursing/Convalescent Home	\$100	Real Estate Firm	\$ 30
Insurance Adjuster	\$ 25	(each additional employee)	\$ 3	(each additional employee)	\$ 3
Interior Decorator	\$ 30	Occult science	\$230	Real estate school	\$ 30
(each additional employee)	\$ 3	Operation center	\$ 30	(each additional employee)	\$ 3
Interior Designer	\$ 40	(each additional employee)	\$ 3	Recording / Film studio	\$300
Investments/Land Devlpmnt	\$150	Optometrist	\$ 40	Recycling / refiners	\$ 30

(each additional employee)	\$ 3	101-99,999 employees	\$120
Refinish/ finishing/dye service	\$ 30	Swimming pool	\$ 25
(each additional employee)	\$ 3	Each additional pool	\$ 15
Rental Service		Take out food/snack bar	\$ 30
(not real property)	\$ 30	Tailor / Dress Maker	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3
Repossessing service	\$ 30	Tank refills (LPG)	\$ 60
(each additional employee)	\$ 3	Tattoo Service (affidavit)	\$ 25
Resale of communication time	\$150	Taxicab/jitney/dispatch service	\$ 30
Research / search services	\$ 30	(each additional employee)	\$ 3
(each additional employee)	\$ 3	Tele/radio/sat communication	\$250
Retail of firearms	\$ 30	Telecom systems sales/service	\$250
(each additional employee)	\$ 3	Telegraph	\$ 80
Retail Pharmacy	\$ 30	Telemarketing	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3
Retail Store	\$ 30	Temp Employment Agency	\$120
(each additional employee)	\$ 3	Tennis Court	\$ 25
Rooms /boarding/guest home		(Each additional court)	\$ 15
6-10 rooms	\$ 25	Tent Sales	\$ 30
\$1.50 for each additional room		(each additional employee)	\$ 3
Selling/trading tangible personal		Testing Services (non medical)	\$ 30
Property	\$ 30	(each additional employee)	\$ 3
(each additional employee)	\$ 3	Textile products mfg	\$ 30
Sales Broker (individual)	\$ 30	(each additional employee)	\$ 3
Saving and loan association	\$200	Therapist (Physical)	\$ 30
School bus service	\$ 30	Ticket sales/ reservation	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3
School psychologist	\$ 40	Tip Sheet	\$230
Scrap metal processor	\$150	Title Insurance Company	\$100
Secretarial/clerical service	\$ 30	Tour Guide Service	\$ 25
(each additional employee)	\$ 3	Tour / travel agency	\$ 30
Security systems monitoring	\$100	(each additional employee)	\$ 3
Self storage	\$100	Towing truck (per truck)	\$ 25
Seller of Travel	\$ 30	Transport –local/intra state	\$ 30
(each additional employee)	\$ 3	(each additional employee)	\$ 3
Service & repairs–non		Travel junk dealer	\$ 30
contractor	\$ 30	Unclassified Business	\$100
(each additional employee)	\$ 3	Upholstering	\$ 30
Shopping Mall	\$230	(each additional employee)	\$ 3
Showroom / Sales Office	\$ 30	Used merchandise sales/	
(each additional employee)	\$ 3	no pawn	\$ 30
Slaughter House	\$ 30	(each additional employee)	\$ 3
(each additional employee)	\$ 3	Valet Parking	\$ 30
Specialty Building	\$ 25	(each additional employee)	\$ 3
51-100 employees	\$ 50	Veterinarian	\$ 40
101-99,999	\$100	Veterinary Clinic	\$ 50
Specialtyelectrical	\$ 25	(each additional employee)	\$1.50
51-100 employees	\$ 50	Warehouse / Distribution Ctr.	\$ 30
101-99,999	\$100	(each additional employee)	\$ 3
Specialty engineering	\$ 25	Water / sewer plant	\$500
51-100 employees	\$ 50	Weight Control Center	\$ 30
101-99,999	\$100	(each additional employee)	\$ 3
Specialty mechanical	\$ 25	Wholesale / Distributor	\$ 30
51-100 employees	\$ 50	(each additional employee)	\$ 3
101-99,999	\$100	Yacht / Boat/ Marine Broker	\$ 30
Specialty plumbing	\$ 25	(each additional employee)	\$ 3
51-100 employees	\$ 50		
101-99,999	\$100		
Stadium / area	\$150		
10,001-30,000 seats	\$300		
30,001-99,999 seats	\$600		
Stevedore agency	\$ 30		
(each additional employee)	\$ 3		
Stock/bond/commodity broker	\$150		
Sub building	\$ 30		
51-100 employees	\$ 60		
101-99,999 employees	\$120		
Sub general building	\$ 30		
51-100 employees	\$ 60		